Travel Advance
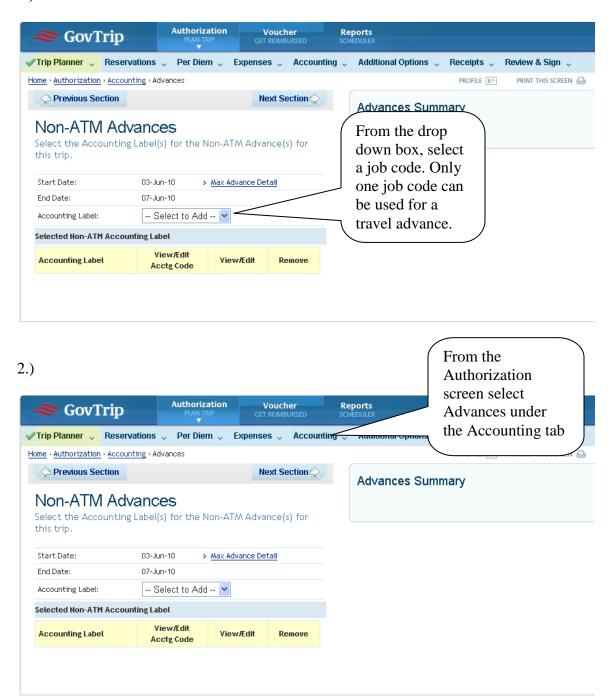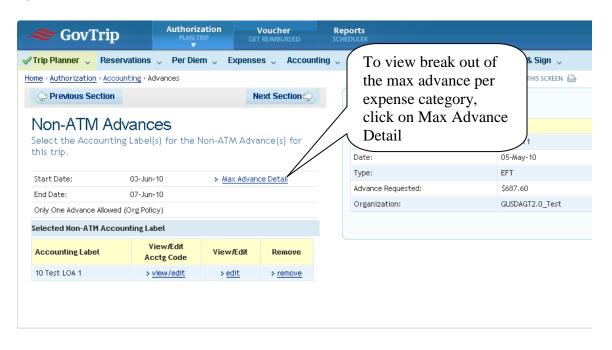
How to include a travel advance on an Authorization in GovTrip 2.0

1.)

From the drop down box, select a job code. Only one job code can be used for a travel advance.

2.)

From the Authorization screen select Advances under the Accounting tab

3.)

GovTrip

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Trip Planner | Reservations | Per Diem | Expenses | Accounting | & Sign

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Non-ATM Advances

Select the Accounting Label(s) for the Non-ATM Advance(s) for this trip.

| Start Date: | 03-Jun-10 | › Max Advance Detail |
| End Date: | 07-Jun-10 | |

Only One Advance Allowed (Org Policy)

Selected Non-ATM Accounting Label

Accounting Label	View/Edit Acctg Code	View/Edit	Remove
10 Test LOA 1	› view/edit	› edit	› remove

> To view break out of the max advance per expense category, click on Max Advance Detail

Date:	05-May-10
Type:	EFT
Advance Requested:	$687.60
Organization:	GUSDAGT2.0_Test

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Non-ATM Advances

Select the Accounting Label(s) for the Non-ATM Advance(s) for this trip.

Start Date:
End Date:
Only One Advance Allow
Selected Non-ATM Acc
Accounting Label
10 Test LOA 1

Advances Summary

10 Test LOA 1

Traveler Unique ID: *****INT1

Max Advance Detail

Expense Category	Organization	Account Label	Estimated Expenses	Max Adv Allowed
LODGING	GUSDAGT2.0_Test	10 Test LOA 1	$540.00	$432.00
M&IE	GUSDAGT2.0_Test	10 Test LOA 1	$319.50	$255.60
TAV EXP -I	GUSDAGT2.0_Test	10 Test LOA 1	$13.50	$0.00
		TOTALS:	$873.00	$687.60

USDA

4.

Advances Summary gives total amount of the Advance Request

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Advances Summary

10 Test LOA 1	
Traveler Unique ID:	*****INT1
Date:	05-May-10
Type:	EFT
Advance Requested:	$687.60
Organization:	GUSDAGT2.0_Test

Travel advance information can be viewed, edited, or removed in this field as desired by the traveler.